RESOURCE AND PATIENT MANAGEMENT SYSTEM

Ensemble Interface Engine Auto-Finish Setup

RPMS Technical Configuration

EHR Patch 9

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Office of Information Technology (OIT)
Division of Information Resource Management
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1.0   Pharmacy Configuration

1.1   Outpatient Site File

Verify that the Outpatient Site File has been configured with a pharmacy division. If a pharmacy division does not exist, set up the pharmacy division before starting the Pharmacy Configuration process.

1. Open the PSO Outpatient Pharmacy Manager Menu.

   > **Note**:   Sometimes this menu is locked with the PSOMCORE key.

2. Select the Pharmacy Division.

3. Select the Supervisor Functions Menu.

4. At the Select Outpatient Pharmacy Manager Option prompt, type **SUPERVISOR FUNCTIONS**

5. At the Select Supervisor Functions Option prompt, type **SITE PARAMETER ENTER/EDIT**.

6. At the Select SITE NAME prompt, type the site name.

7. At the "Would you like to see all site parameters for this division" prompt, type **YES**.

8. Navigate to the PRESCRIPTION # UPPER BOUND and increase the number to **999,999,999** if not already defaulted to this number.

9. Locate the parameter CPRS ORDERING INSTITUTION and verify that the facility displays in the prompt.

   Figure 1-1 may have prompts that vary from your site.

   > **Note**:   Do NOT change any of the fields in this menu unless specifically instructed to modify a parameter. Altering any other field in this menu could cause problems with the pharmacy package.

```
OUTPUT FROM WHAT FILE: OUTPATIENT SITE//
Select OUTPATIENT SITE NAME: DEMO PHARMACY 1946
ANOTHER ONE:
STANDARD CAPTIONED OUTPUT? Yes// (Yes)
Include COMPUTED fields: (N/Y/R/B): NO// - No record number (IEN), no Computed
Fields
```

```
NAME: W.W. TESTING
 MAILING FRANK STREET ADDRESS: 100 S. BLISS
 AREA CODE: 918                              PHONE NUMBER: 458-3105
 MAILING FRANK ZIP+4 CODE: 74464            SITE NUMBER: 2582
 MAILING FRANK CITY: TAHLEQUAH              MAILING FRANK STATE: OKLAHOMA
 LABEL/PROFILE MONITOR MAX: 1000            BARCODES ON ACTION PROFILES: NO
 VERIFICATION: YES                          EDIT DRUG: YES
 RENEWING RX'S ALLOWED: YES                 SHALL COMPUTER ASSIGN RX #S: YES
 PROFILE WITH NEW PRESCRIPTIONS: NO         DAYS TO PULL SUSPENDED CS CMOP: 5
 CANCEL DRUG IN SAME CLASS: NO              REFILL INACTIVE DRUG RXS: YES
 ASK METHOD OF PICKUP: NO                   PASS MEDS ON PROFILE: NO
 PROFILE `SORT BY' DEFAULT: DATE            COPIES ON NEW: YES
 DRUG CHECK FOR CLERK: NO                   FEE BASIS SUPPORT: NO
 MULTI RX REQUEST FORM: NO                  BARCODES ON REQUEST FORMS: BOTH
 SCREEN PROFILES: YES                       EDIT PATIENT DATA: NO
 HOLD FUNCTION?: YES                        SUSPENSE FUNCTION?: YES
 SLAVED LABEL PRINTING: YES                 DAYS TO PULL FROM SUSPENSE: 7
 NEW LABEL STOCK: NO                        NARCOTICS NUMBERED DIFFERENTLY: NO
 NARCOTIC LOWER BOUND: 0                    NARCOTIC UPPER BOUND: 999999999
 LAST NARCOTIC NUMBER ISSUED: 2231706       NARRATIVE FOR COPAY DOCUMENT:
 METHADONE PROGRAM: NO
 PRESCRIPTION # LOWER BOUND: 1              PRESCRIPTION # UPPER BOUND: 999999999
 LAST PRESCRIPTION # ISSUED: 3498721        IB SERVICE/SECTION: PHARMACY

RELATED INSTITUTION: DEMO INDIAN HOSPITAL
CPRS ORDERING INSTITUTION: DEMO INDIAN HOSPITAL
*SITE DEA NUMBER: AB1234567
```

Figure 1-1: Outpatient Pharmacy Site Parameters screen

> If the division is not set up under the CPRS ORDERING
> INSTITUTION, complete this setup before proceeding.

Note: Multi-Divisional sites will need to define an Outpatient
Site File for each division. Once they define the
Outpatient Site File the site will need to setup the CPRS
Ordering Institution for EACH division and complete
parameter setup including APSP Control Pharmacy File,
BEHORX, and APSP parameters.

1.2   APSP Control Pharmacy File

The APSP CONTROL PHARMACY FILE contains three parameters that must be
reviewed and/or configured for auto-finish. Locate the following prompts and verify
that your site's configuration aligns with the required auto-finish configuration.

1. Navigate to the (PIHS) IHS-Specific Pharmacy Options [APSP MAIN MENU].

Note: Sometimes this menu is locked with the PSORPH key.

2. At the prompt, type the local division name and press **Enter**.

3. Repeatedly press **Enter** to navigate through the remaining pharmacy prompts.

4. At the next menu select the IHS PHARMACY SITE PARAMETERS when prompted to select an IHS Specific Pharmacy Option.

5. Type the APSP Control Pharmacy System name to review the current settings.

6. Repeatedly press **Enter** to navigate through the remaining prompts to reach the field DEFAULT PATIENT STATUS to verify that the default status is OUTPATIENT.

7. At the DEFAULT OTHER LOCATION verify that the name of the local facility is displayed.

8. Repeatedly press **Enter** to navigate through the remaining prompts to reach the field called AUTORELEASE RX; type **YES**.

9. Repeatedly press **Enter** to navigate through the remaining prompts to reach the PHARMACY VISIT LOCATION field. Type the name of the local pharmacy clinic (i.e. PHARMACY)

Figure 1-2 may have prompts that vary from your site.

> **Note**:   Change **ONLY** those fields outlined above. Altering any other field in this menu could cause issues with the pharmacy package. Changes should be avoided unless you are instructed otherwise.

```
Select APSP CONTROL PHARMACY SYSTEM: DEMO PHARMACY
PHARMACY SYSTEM: DEMO PHARMACY//
DEFAULT PATIENT STATUS: OUTPATIENT//
LABEL WIDTH:
PRINTABLE LINES:
SKIP LINES BEGINNING:
SKIP LINES END:
MAIL/WINDOW OPTION: ASK MAIL/WINDOW//
NUMBER OF LABELS TO SKIP:
LEFT MARGIN TAB:
EXPIRATION DATE:
SUMMARY LABELS: DON'T PRINT//
COMPRESSED LEFT MARGIN:
COMPRESSED LABEL WIDTH: 48//
PCC RUNNING: YES//
PREPACK PRINTABLE LINES: 9//
PREPACK SKIP LINES BEGINNING: 1//
PREPACK SKIP LINES END: 2//
PREPACK LABELS TO SKIP: 0//
PREPACK LEFT MARGIN:
PREPACK LABEL WIDTH: 34//
UNIT DOSE PRINTABLE LINES:
UNIT DOSE SKIP LINES BEGINNING:
UNIT DOSE SKIP LINES END:
UNIT DOSE LABELS TO SKIP:
UNIT DOSE LEFT MARGIN:
UNIT DOSE LABEL WIDTH:
UNIT DOSE LABELS TWO ACROSS:
```

```
UNIT DOSE 2ND LEFT MARGIN:
PREPACK LABEL LINE 1: NAME:_____CHART#_____ Replace
PREPACK LABEL LINE 2: DATE: MD: Replace
USING PREPACK SYSTEM: YES//
SUMMARY LABEL COPIES: 1//
MANUFACTURER/LOT#/EXP: DON'T ASK OR DISPLAY MAN DATA//
DEFAULT OTHER LOCATION: DEMO HOSPITAL//
SHOW PATIENT STATUS FIELD: YES//
RX BILL DEFAULT STATUS: MANUAL BILL//
SHOW RX BILL & INSURER FIELDS: NO//
SIGNATURE LABEL: N//
PASS DATA TO POS: NO//
SHOW NDC:
SHOW AWP PER DISPENSE UNIT:
SHOW AAC PER DISPENSE UNIT:
DISPLAY NDC ON LABEL:
SHOW TRIPLICATE #: Replace
EXT INTERFACE CALL LOGIC: D EP^BZSPLINK//
SHOW CHRONIC MED PROMPT: SHOW WITHOUT A DEFAULT//
AUTORELEASE RX: YES//
PAPERLESS REFILL:
VA LASER LABEL: YES//
PHARMACY VISIT LOCATION: PHARMACY//
SHOW DI ON LASER REFILL LABEL:
SHOW CASH DUE PROMPT:
```

Figure 1-2: APSP Control Pharmacy screen

2.0   Print Configuration

2.1   Rx Print Format (Template) Editor Set Up

Use the Rx Print Format (Template) Editor Set Up to add the Rx Template Editor to an EHR template. Follow these steps:

1. In **Design mode**, select **Desktop Properties** from the **Design** menu to open the **Properties for Desktop** dialog:
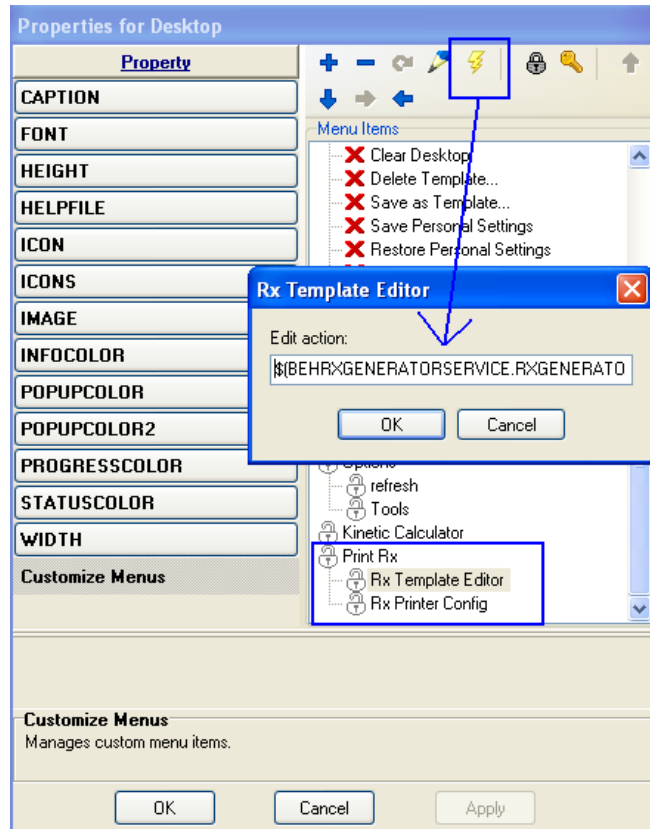

Figure 2-1: **Rx Template Editor** dialog

2. Select **Customize Menus** from the **Property** list.

3. Click the plus sign (+) to add a new menu item.

4. Rename the item "Rx Template Editor."

> **Note:** Optionally, add a "Print Rx" menu with Rx Template Editor and Rx Print Config as submenus (as shown in Figure 2-1).

5. With **Rx Template Editor** highlighted, click the lightning bolt to open the **Rx Template Editor** dialog.

6. In the **Edit action** field type:
   $(BEHRXGENERATORSERVICE.RXGENERATOR.edittemplates)

7. Click **OK** to close the dialog and return to the **Properties for Desktop** dialog.

8. Click **Apply** and **OK**.

9. Select **Required Services** from the **Design** menu to display the **Select Required Services** dialog:
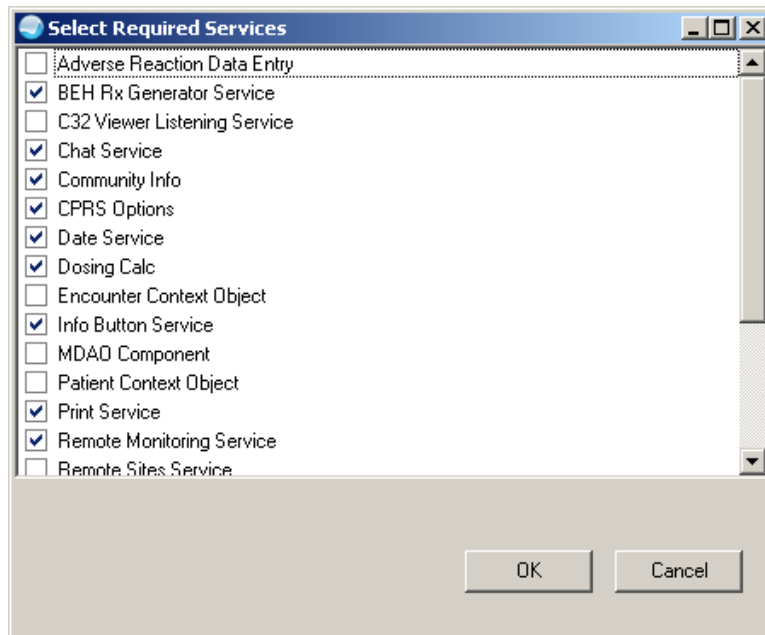

Figure 2-2: Options on **Select Required Services** dialog

10. Ensure that **BEH Rx Generator Service** is selected:

   - If not, select it.

11. Click **OK** to close the dialog and save any changes.

> **Note**: This option should only be placed on the EHR GUI template for those responsible for editing these formats, for example, the CAC, and designated pharmacy personnel.

2.2   Rx Printer Preferences Editor Set up

Follow these steps:

1. In **Design mode**, select **Desktop Properties** from the **Design** menu to open the **Properties for Desktop** dialog (Figure 2-1).

2. Select **Customize Menus** from the **Property** list.

3. Click the plus sign (+) to add a new menu item.

4. Rename the item "Rx Printer Config" (Figure 2-3).

> **Note**:   Optionally, add a "Print Rx" menu with the Rx Template
>   Editor and Rx Printer Config as submenus (as shown in
>   Figure 2-3).

5. With **Rx Template Editor** highlighted, click the lightning bolt to open the **Rx Template Editor** dialog.

6. In the **Edit action** field type:
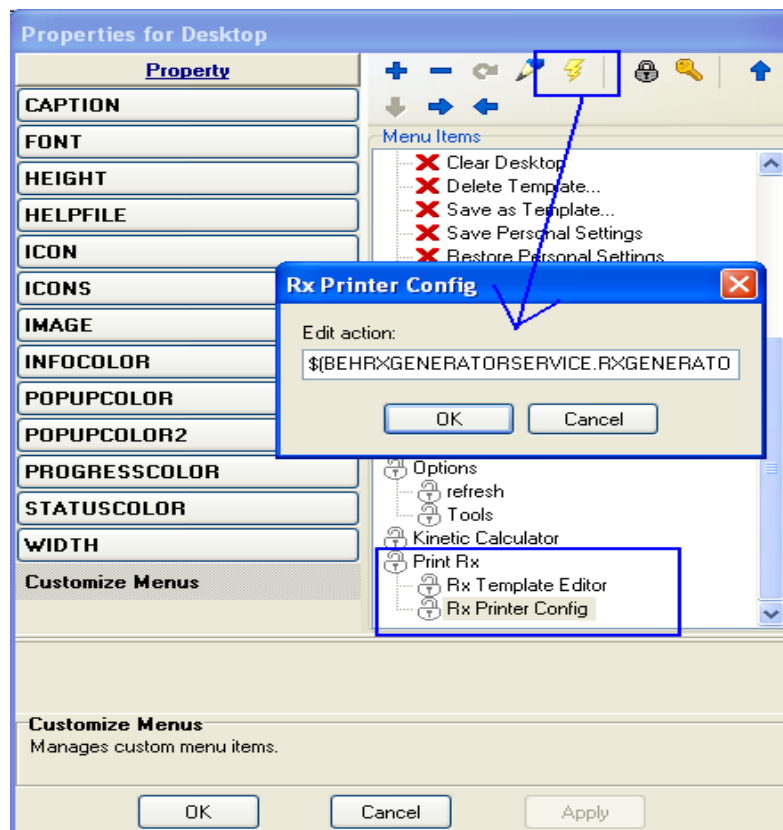   **$(BEHRXGENERATORSERVICE.RXGENERATOR.EditPrinterPreferences)**:

Figure 2-3: **Rx Printer Config** dialog

7. Click **OK** to close the dialog and return to the **Properties for Desktop** dialog.

8. Click **Apply** and **OK**.

9. Select **Required Services** from the **Design** menu to display the **Select Required Services** dialog (Figure 2-2).

10. Ensure that **BEH Rx Generator Service** is selected:

- If not, select it.

11. Click **OK** to close the dialog and save any changes.

12. Exit Design Mode to verify the placement of the new Rx Print Settings Menu

13. Using RPMS, allocate the BEHORX PRINT key for CAC/IT staff that will be responsible for setting up the Location, Division, or System settings.

> **Note**:   Users without the BEHORX PRINT key will only be able to set their own defaults. If the site does not want users to be able to set their own defaults, only add this menu option to EHR GUI templates for those users who are allowed to set this parameter.

14. Depending on the site set up, a drop down displays after the user selects Rx Print settings from the menu bar.
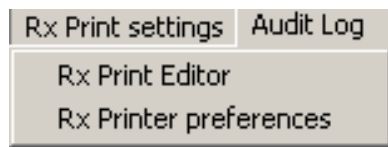

Figure 2-4: Drop down menu selection for Rx Print settings

15. Select **Rx Print Editor** to display the **Edit Med Order Templates** dialog (Figure 2-5).
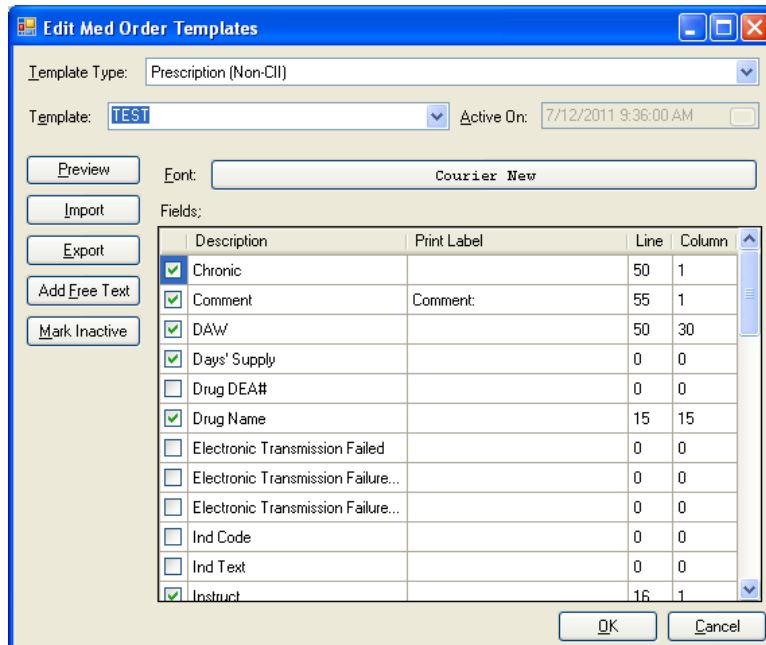

Figure 2-5: **Edit Med Order Templates** dialog

> **Note**:   There are six default templates for prescribing delivered
> with EHRp9 (Table 2-1). The site must determine the
> templates to implement during EHR patch 9 setup. The
> e-Prescribing team will help configure the Receipt during
> the e-Prescribing setup phase. Sample templates have been
> provided to all sites and allow for minor configuration in
> order to quickly implement.

Template types and formats include:

Table 2-1: Template Types and Formats

| Definition	Template Type	Template Formats (Samples)
Prescription Controlled	PC:RX CII	Prescription (CII) (Samples)
Prescription Non-Controlled	PN:RX NON-CII	Prescription (NON-CII) (Samples)
Order Control	OC:ORDER CII	Order for Signature (CII) (Sample)
Order Non-Control	ON:ORDER NON-CII	Order for Signature (NON-CII) (Sample)
Receipt Controlled	RC:RECEIPT CII	Receipt (CII) (Sample)
Receipt Non-Controlled	RN:RECEIPT NON-CII	Receipt (NON-CII) (Sample)
Label Controlled	LC:LABEL CII	------
Label Non-Controlled	LN:LABEL NON-CII	------
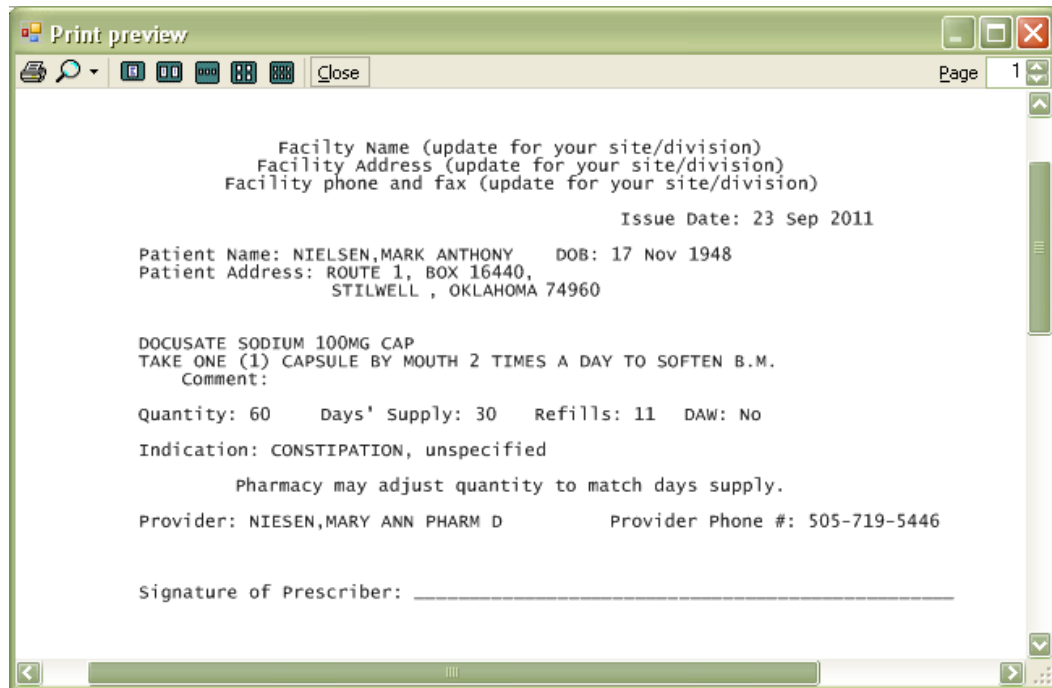
Figure 2-6: Sample default template of Demo Patient

> **TIP**:   Default templates for each template type are delivered with
>   EHRv1.1p9. Naming conventions for these ends with
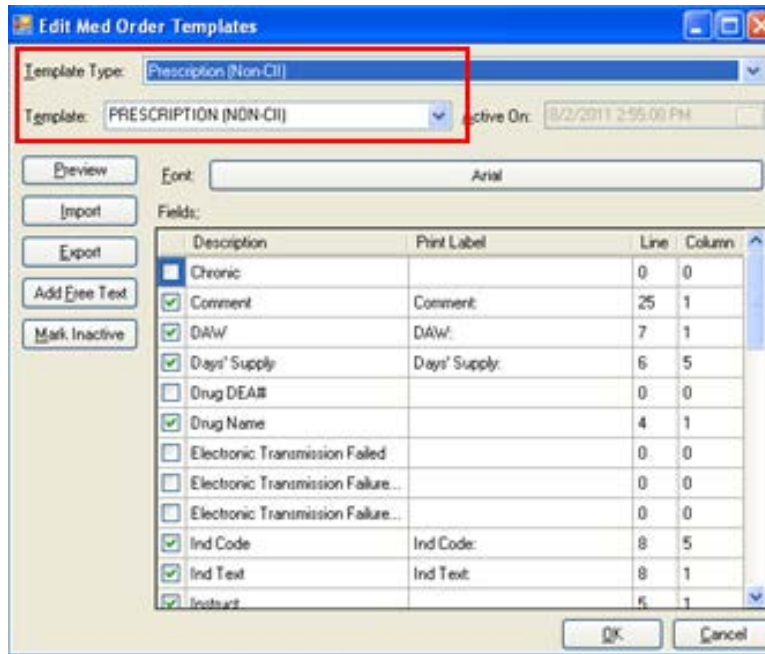>   (SAMPLE).

Figure 2-7**: Edit Med Order Templates** dialog showing the location of **Template Type**

The following section gives a brief overview of the Template editor.

- **Active On**. Sets activation date of the template (usually Yesterday at 6:00 am).

> **TIP**:   Use Yesterday at 6:00 am when activating a template. This
>   will enable the template for use immediately otherwise sites
>   will have to wait up to 24 hours for template to be active.

- **Preview**. Displays a preview of the current template.

- **Import**. Imports templates that may have been developed by IHS OIT staff or
  other sites.

- **Export**. Exports templates for other sites.

> **TIP**:   To copy a template, export then import. Users will be
>   prompted for a name for the template on import so provide
>   a local name, set "active on" date then make changes. It is
>   highly recommend to use the copy process and create local
>   templates rather than editing nationally delivered default
>   templates.

- **Add Free Text**. Sites may add as many free text as required/needed. Site may configure the free text to include header information for format, alternate signature lines, etc.

- **Mark Inactive**, Inactivates template so users cannot select.

- **Change font**. A site can select a font that is consistent with their policies and procedures.

- **Fields**. Set fields for inclusion, change print labels, and set lines and columns in the Fields group box. Sites can determine which fields are displayed by checking or un-checking the check boxes associated with the field.

2.2.1   Export Process

To export templates from the Edit Med Order Templates dialog:

1. Select **Rx Print Editor** to display the **Edit Med Order Templates** dialog:
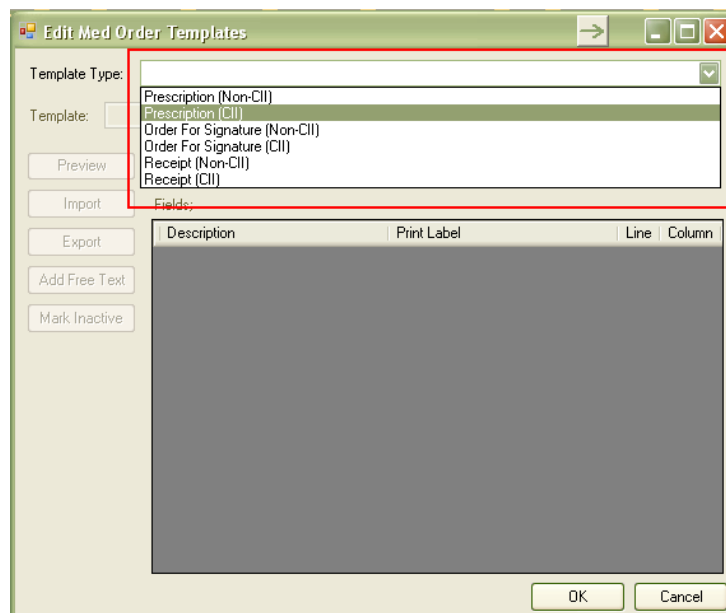

Figure 2-8 : **Edit Med Order Templates** dialog showing selecting **Template Type**

2. Select the **Template Type**.
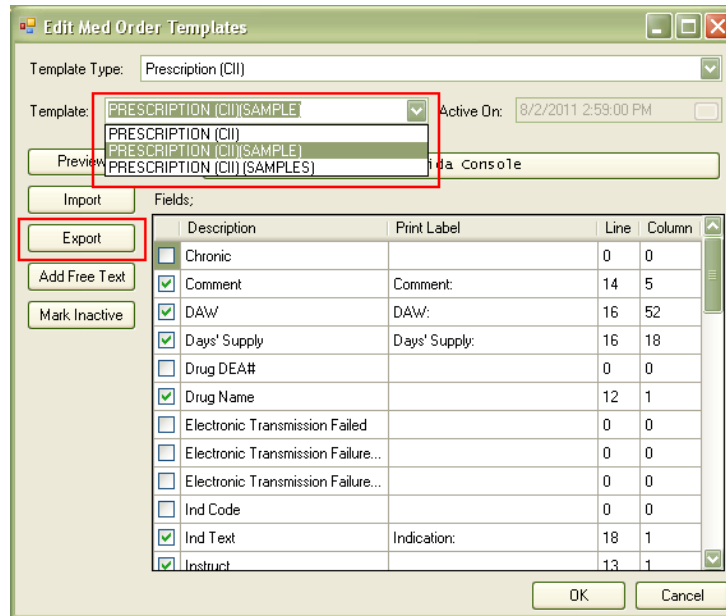
Figure 2-9: **Edit Med Order Templates** dialog showing selecting the **Template** to export

3. Select the **Template** to export.

4. Click **Export** to display the **Select Template** dialog:
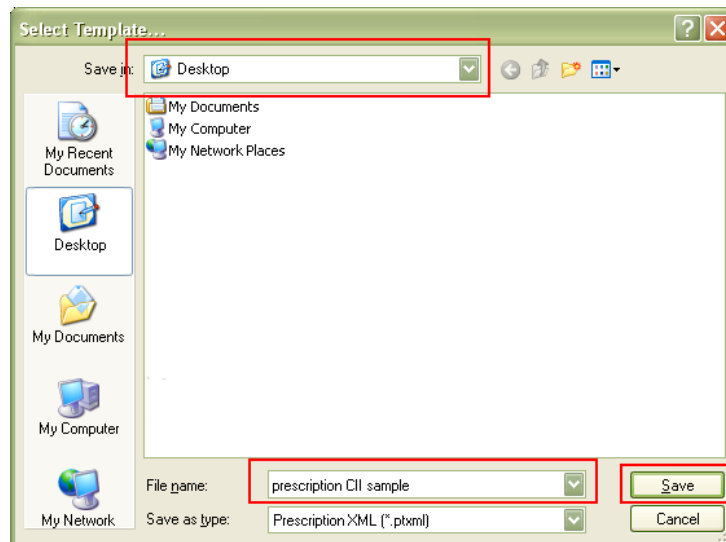
Figure 2-10: Completing the export process with the **Select Template** dialog

5. Choose the location in which to save; name the file by prefacing the site name or abbreviations to the template name.

6. Click **Save**.

    Once complete, the final list of templates should have the site name or abbreviation in front of each template name.

Table 2-2: Template Types and Formats

Definition	Template Type	Site Specific Template Formats
Prescription Controlled	PC:RX CII	(Site Name) Prescription (CII)
Prescription Non-Controlled	PN:RX NON-CII	(Site Name) Prescription (NON-CII)
Order Control	OC:ORDER CII	(Site Name) Order for Signature (CII)
Order Non-Control	ON:ORDER NON-CII	(Site Name) Order for Signature (NON-CII)
Receipt Controlled	RC:RECEIPT CII	(Site Name) Receipt (CII)
Receipt Non-Controlled	RN:RECEIPT NON-CII	(Site Name) Receipt (NON-CII)
Label Controlled	LC:LABEL CII	------
Label Non-Controlled	LN:LABEL NON-CII	------

2.2.2   Import Process

With a copy of the template specific to the site, import the template and then configure the free text entries to include information for the site.

To import templates from the **Edit Med Order Templates** dialog:

1. Select **Rx Print Editor** to display the **Edit Med Order Templates** dialog:
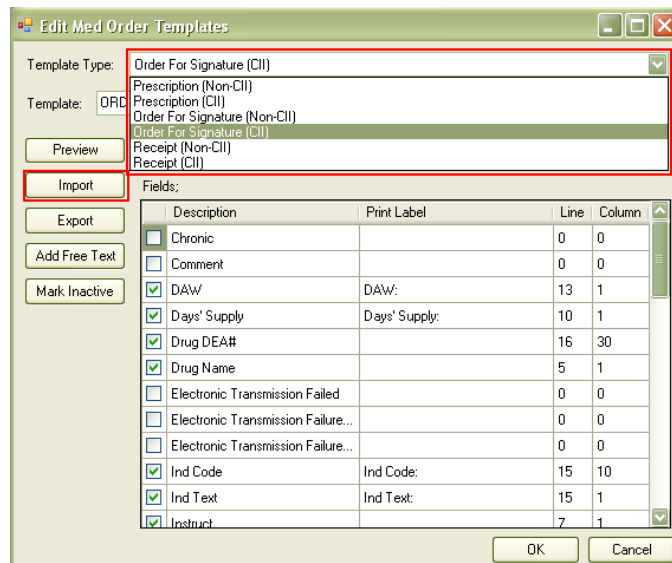
Figure 2-11 : Selecting the template type

2. Select the **Template Type**.

3. Click **Import** to display the **Select Template** dialog:
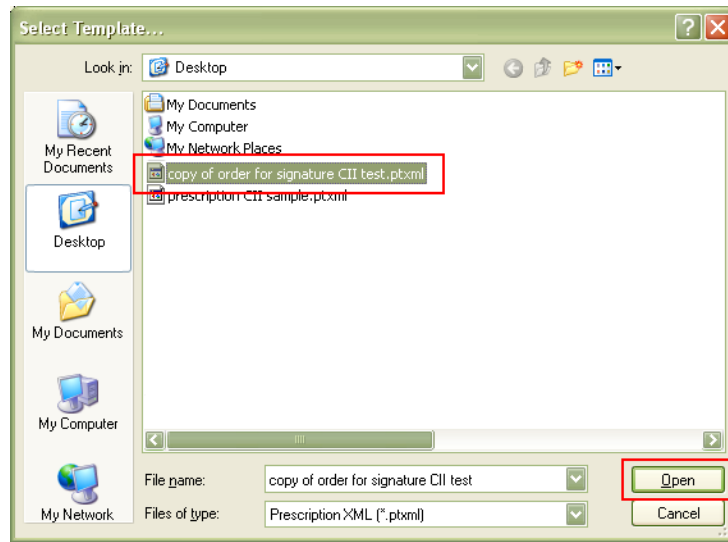

Figure 2-12: Selecting the file to import

4. Select the file to import.

5. Click **Open** to start the import and display the **Template Name** dialog:

Figure 2-13: Change the template name, if needed

6. Change the **Template Name**, if necessary.

7. Click **OK** to complete the import and return to the **Edit Med Order Templates** dialog:
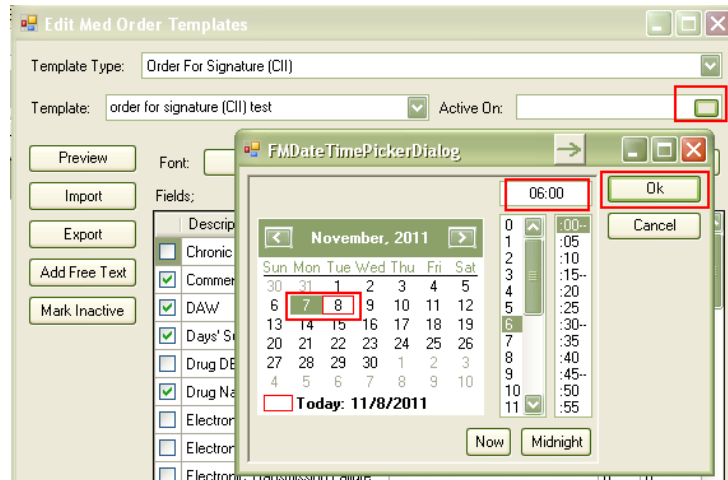
Figure 2-14: Selecting the date and time

8. Click **Active On** to display a calendar.

9. Select yesterday's date and set the time to **6:00 am**; click **Ok**.

> **Note**:   You MUST set an active date to allow users to select this
> template (and to be able to edit the template). If the "active
> on" date is today, it may not be available for up to 24
> hours. For this reason, we strongly recommend setting the
> "active on" date to yesterday at 6:00am.

10. Edit the template.

11. Click **OK** to save.

With the template imports complete, update the free text entries to align with facility information, and set the active date. Complete the parameter BEHO PRINT FORMATS to associate the template type to the facility's format template.

> Please note that the font size button in the template editor does not change once you activate the template at this time.

3.0   Parameters Configuration

Use the following parameters to configure the remaining auto-finish and
e-Prescribing setup. Configuring these parameters requires access to the General
Parameter Tools [XPAR MENU TOOLS] menu. This menu is normally configured
and maintained by the local site IT and Clinical Applications Coordinator (CAC).

1. Navigate to the **XX GENERAL PARAMETER TOOLS** menu.

```
Select CPRS Configuration (IRM) Option: xx  General Parameter Tools

  LV     List Values for a Selected Parameter
  LE     List Values for a Selected Entity
  LP     List Values for a Selected Package
  LT     List Values for a Selected Template
  EP     Edit Parameter Values
  ET     Edit Parameter Values with Template
  EK     Edit Parameter Definition Keyword

Select General Parameter Tools Option: ep  Edit Parameter Values
                      --- Edit Parameter Values ---

Select PARAMETER DEFINITION NAME:
```

Figure 3-1: CPRS Configuration Option screen

3.1   BEHORX PRINT LABEL

3.1.1   Functionality

The BEHORX PRINT LABEL parameter can be set to expose the **Label** radio button
option on the dialog that launches from the **Print** button on the Medication
Management component as shown Figure 3-2 and Figure 3-3. This parameter can be
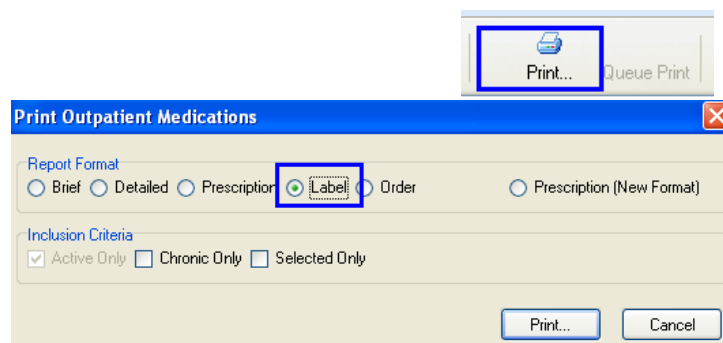configured on a Division or System level.

Figure 3-2: Print Outpatient Medications dialog

Note: This parameter is **not** required but optional for sites
            depending on their current setup and workflows.

3.1.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES**.

2. At the prompt, type **BEHORX PRINT LABEL**

3. When prompted, select **SYSTEM**.

> **Note**:   A multi-divisional institution using multiple label printers
>   may need to configure this parameter under the DIVISION.

```
Select PARAMETER DEFINITION NAME:
   BEHORX PRINT LABEL Enable Print Label Feature

BEHORX PRINT LABEL may be set for the following:

    800 Division      DIV   [DEMO INDIAN HOSPITAL]
    900 System        SYS   [DEMO.OKLAHOMA.IHS.GOV]

Enter selection: 900  System   DEMO.OKLAHOMA.IHS.GOV

------- Setting BEHORX PRINT LABEL  for System: DEMO.OKLAHOMA.IHS.GOV -----
Enable Print Label Feature: YES//
```

Figure 3-3: BEHORX PRINT LABEL Enable Print Label Feature screen

3.2   BEHORX PRINT FORMATS

3.2.1   Functionality

This parameter associates the format type with the format template in the new print functionality released with EHR patch 9. It may be set at the User, Class, Location, Division, and System level. Most sites will configure this parameter on a System or Division Level.

The values for this parameter include:

Table 3-1: BEHORX Print Formats

Definition	Template Type	Site Specific Template Formats
Prescription Controlled	PC:RX CII	(Site Name) Prescription (CII)
Prescription Non-Controlled	PN:RX NON-CII	(Site Name) Prescription (NON-CII)
Order Control	OC:ORDER CII	(Site Name) Order for Signature (CII)
Order Non-Control	ON:ORDER NON-CII	(Site Name) Order for Signature (NON-CII)
Receipt Controlled	RC:RECEIPT CII	(Site Name) Receipt (CII)
Receipt Non-Controlled	RN:RECEIPT NON-CII	(Site Name) Receipt (NON-CII)
Label Controlled	LC:LABEL CII	Cannot configure at this time

Definition	Template Type	Site Specific Template Formats
Label Non-Controlled	LN:LABEL NON-CII	Cannot configure at this time

> **Note**: The label formats are currently hard coded and cannot be changed. This will be allowed in a future EHR patch.

3.2.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES** and at the prompt, type **BEHORX PRINT FORMATS**

2. When prompted select the **SYSTEM** level in order to configure this parameter.

> **Note**: A multi-divisional institution using multiple label printers may need to configure this parameter under the DIVISION Level

3. Sites can configure to meet needs but the commonly set format types include:

   - PC:RX CII

   - PN:RX NON-CII

   - OC:ORDER CII

   - RN:RECEIPT NON-CII

4. See Figure 3-4 for more information on how to configure this parameter.

```
BEHORX PRINT FORMATS may be set for the following:

    100 User          USR    [choose from NEW PERSON]
    200 Class         CLS    [choose from USR CLASS]
    300 Location      LOC    [choose from HOSPITAL LOCATION]
    700 Division      DIV    [DEMO INDIAN HOSPITAL]
    800 System        SYS    [DEMO.OKLAHOMA.IHS.GOV]

Enter selection: 800 System   DEMO.OKLAHOMA.IHS.GOV

----- Setting BEHORX PRINT FORMATS for System: DEMO.OKLAHOMA.IHS.GOV -----
Select Format Type: PN

Format Type: PN//    PN
Format:??

  Choose from:
  PRESCRIPTION (NON-CII)
  DEMO PRESCRIPTION (NON-CII)
  PRESCRIPTION (NON-CII)(SAMPLE)

Format: DEMO PRESCRIPTION (NON-CII)

Select Format Type: PC
```

```
Format Type: PC//     PC
Format:??

  Choose from:
  PRESCRIPTION (CII)
  DEMO PRESCRIPTION (CII)
  PRESCRIPTION (CII)(SAMPLE)

Format: DEMO PRESCRIPTION (CII)
```

Figure 3-4: Available formats for templates (in RPMS)

3.3   BEHORX PRINT FORMAT TYPE

3.3.1   Functionality

This parameter associates a printer with a template format type. It can be configured on a User, Location, Division, or System level.

> **Note**:   This parameter can also be populated from the Rx Printer Preferences Editor if it has been setup and configured in EHR (Section 3.4).

Populate the BEHORX PRINT FORMAT TYPE parameter to associate the Format type (CII order for signature, Prescription (CII), Prescription (Non-CII), Receipt (Non-CII) with a default printer.

Table 3-2: BEHORX Print Format Types

Template Type	Site Specific Template Formats	Default Printer
PC:RX CII	Demo Prescription (CII)	CLIN 1
PN:RX NON-CII	Demo Prescription (NON-CII)	CLIN 1
OC:ORDER CII	Demo Order for Signature (CII)	CLIN 2
ON:ORDER NON-CII	Demo Order for Signature (NON-CII)	CLIN 2
RC:RECEIPT CII	Demo Receipt (CII)	CLIN 3
RN:RECEIPT NON-CII	Demo Receipt (NON-CII)	CLIN 3
LC:LABEL CII	*Cannot configure at this time*	DINOLB 1
LN:LABEL NON-CII	*Cannot configure at this time*	DINOLB 2

3.3.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES** and at the prompt, type **BEHORX PRINT FORMATS TYPE**

2. When prompted select the **SYSTEM** level in order to configure this parameter.

> **Note**: If you are a multi-divisional institution using multiple label printers you may need to configure this parameter under the DIVISION Level

3. Select the **FORMAT TYPE** when prompted and press **Enter**.

4. At the printer type in the local printer where the template will print.

5. See Figure 3-5 for more information on how to configure this parameter.

```
BEHORX PRINT FORMAT TYPE may be set for the following:

    100 User          USR    [choose from NEW PERSON]
    400 Location      LOC    [choose from HOSPITAL LOCATION]
    700 Division      DIV    [DEMO INDIAN HOSPITAL]
    800 System        SYS    [DEMO.OKLAHOMA.IHS.GOV]

Enter selection: 800 System   DEMO.OKLAHOMA.IHS.GOV

--- Setting BEHORX PRINT FORMAT TYPE  for System: DEMO.OKLAHOMA.IHS.GOV ---
Select Format Type (?? for details): PN
Printer: CLIN1
Select Format Type (?? for details): ON
Printer: CLIN2
Select Format Type (?? for details): RN
Printer: CLIN3
```

Figure 3-5: Setting BEHORX PRINT FORMAT TYPE in RPMS

6. To display the BEHORX PRINT FORMAT TYPE settings, use the LV List Values for a Selected Parameter menu option.

```
Select PARAMETER DEFINITION NAME: BEHORX PRINT FORMAT TYPE

Values for BEHORX PRINT FORMAT TYPE

Parameter                      Instance            Value
----------------------------------------------------------------------------
SYS: DEMO.OKLAHOMA.IHS.GOV     OC                  CLIN2
SYS: DEMO.OKLAHOMA.IHS.GOV     ON                  CLIN2
SYS: DEMO.OKLAHOMA.IHS.GOV     PC                  CLIN1
SYS: DEMO.OKLAHOMA.IHS.GOV     PN                  CLIN1
SYS: DEMO.OKLAHOMA.IHS.GOV     RC                  CLIN3
SYS: DEMO.OKLAHOMA.IHS.GOV     RN                  CLIN3
SYS: DEMO.OKLAHOMA.IHS.GOV     LC                  DINOLB
SYS: DEMO.OKLAHOMA.IHS.GOV     LN                  DINOLB
```

Figure 3-6: Values for BEHORX PRINT FORMAT TYPE

3.4   Rx Printer Preference Editor

(EHR GUI Side)

3.4.1   Functionality

The Rx **Printer Preference** editor is an EHR tool used to populate the BEHORX PRINT FORMAT TYPE parameter. This parameter sets the default printer for each selected Format Type using the GUI while the BEHORX PRINT FORMAT TYPES allows the site to set a default printer in RPMS.

3.4.2   Configuration

Select **Rx Printer preferences** from the **Rx Printer settings** menu to display the **Printer Preferences** dialog:
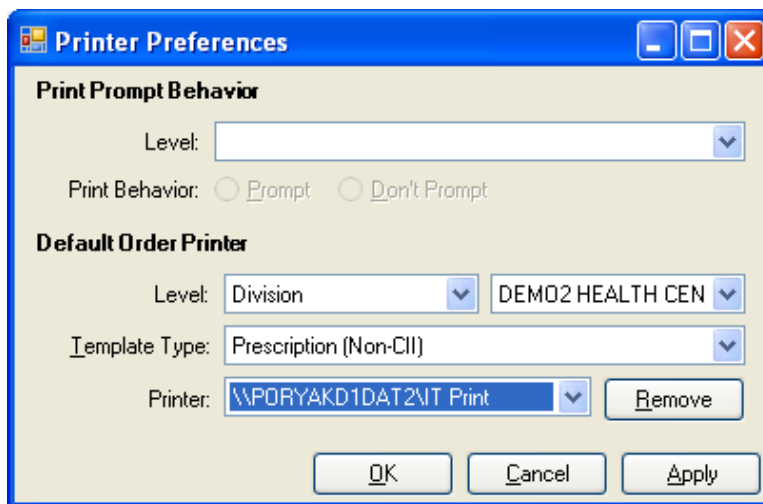

Figure 3-7: **Printer Preferences** dialog

To set the **Print Prompt Behavior** (upper portion of the dialog):

1. Select the **Level** (System, Division, or Current User) from the list.

2. Select the Print Behavior option (Prompt or Don't Prompt)

3. Click **Apply** to store the parameter.

To set the **Default Order Printer** for each template type (lower portion of the dialog):

1. Select the **Level** (System, Division, or Current User) from the list.

2. Select the chosen level's name from the unlabeled list.

3. Select the **Template Type** from the list.

4. Select the **Printer** from the list.

5. Click **Apply** to store the parameter. To remove a parameter level, select the **Level** and click Remove.

3.5   APSP AUTO RX DIV

3.5.1   Functionality

This must be configured before the APSP AUTO RX and can only be setup for divisions that have been setup in the Outpatient Site File APSP AUTO RX DIV. This parameter can be configured on a Division and System level.

3.5.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES.**

2. At the prompt, type **APSP AUTO RX DIV.**

3. When prompted select **SYSTEM.**

4. At the PHARMACY DIVISION prompt, type the division.

```
70 Division DIV [DEMO HOSPITAL]
80 System SYS [DEMO.MEDSPHERE.COM]

Enter selection: 80 System DEMO.MEDSPHERE.COM

---- Setting APSP AUTO RX DIV for System: DEMO.MEDSPHERE.COM ----

Pharmacy Division: DEMO PHARMACY
```

Figure 3-8: APSP AUTO RX DIV configuration

3.6   APSP AUTO RX

3.6.1   Functionality

The APSP AUTO RX parameter sets the type of pharmacy based on the facility. Parameter options include: Internal, Internal/External, and External. Sites will be required to set this parameter for Auto-Finish prescribing. This parameter can be configured on a Division or System level.

Table 3-3: APSP AUTO RX Settings for Pharmacy Type Settings

APSP AUTO RX Setting	Meaning
Internal	Patients fill prescriptions written by in-house providers at only in-house pharmacies: In-house options for Clinic, Mail, Window retained CII order for signature queued to print
Internal/External	Patients fill prescriptions written by in-house providers at in-house and outside pharmacies: In-house options for Clinic, Mail, Window retained – CII order for signature queued to print Prior to Surescripts® set up/deployment, enables the "Outside Pharmacy – Print" functionality – Auto-finishes medications upon signature and queues prescription for printing After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits and queues receipt for printing
External	No in-house pharmacy: All medication orders auto-finish upon signature Prior to Surescripts® set up/deployment, enables the Outside Pharmacy – Print" functionality – Auto finishes medication upon signature and queues prescription for printing After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits, and queues receipt for printing

3.6.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES.**

2. At the prompt, type **APSP AUTO RX.**

3. When prompted select **SYSTEM** level.

4. At the **ENABLE AUTO Rx PHARMACY** type the parameter setting that best fits your facility from Table 3-3.

```
70 Division DIV [DEMO HOSPITAL]
80 System SYS [DEMO.MEDSPHERE.COM]


Enter selection: 80 System DEMO.MEDSPHERE.COM


------ Setting APSP AUTO RX for System: DEMO.MEDSPHERE.COM ------
Enable Auto Rx Pharmacy as: ?

To be enabled, the selected entity must have a RX division mapped.

Select one of the following:

0      INTERNAL
1      INTERNAL AND EXTERNAL
2      ELECTRONIC

Enable Auto Rx Pharmacy as: INTERNAL AND EXTERNAL
```

Figure 3-9: APSP AUTO RX configuration

3.7   APSP AUTO RX SCHEDULE RESTRICT

3.7.1   Functionality

Parameter is delivered as pre-placed for the allowance of electronic prescribing of controlled substances. This parameter is defaulted to schedules: 2, 3, 4, & 5.

3.7.2   Configuration

This parameter is *not editable* at this time.

3.8   APSP AUTO RX ERX OF CII

3.8.1   Functionality

This parameter is pre-placed for eventual allowance of electronic transmission. The default is "Null" which disallows transmission.

3.8.2   Configuration

This parameter is *not editable* at this time.

3.9   APSP AUTO RX ADD PRV COMMENT

3.9.1   Functionality

This parameter will add a Provider Comment to SIG. There is a field in the pharmacy order dialog called comments. With the implementation of e-Prescribing it is best that the site configure this setting to NO. There are character limitations that could cause the order to fail if the comments are attached to the final sig.

3.9.2   Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES**.

2. At the prompt, type **APSP AUTO RX ADD PROV COMMENT.**

3. When prompted select **SYSTEM** level.

4. At the **ADD PROVIDER COMMENT TO SIG** type **NO**.

```
70 Division     DIV [DEMO HOSPITAL]
80 System       SYS [DEMO.MEDSPHERE.COM]


Enter selection: 80 System DEMO.MEDSPHERE.COM
```

```
-Setting APSP AUTO RX ADD PRV COMMENT for SystemDEMO.MEDSPHERE.COM -
Add provider comment to SIG: NO
```

Figure 3-10: APSP AUTO RX ADD PRV COMMENT configuration

3.10   APSP AUTO RX DEF PT STATUS

3.10.1 Functionality

When patients are added to the pharmacy file, there is a default patient status question asked. However, if a new patient is added to the system and this is occurring automatically, there is no user interaction. Therefore, this data must be set programmatically. This parameter can be configured on a Division or System level.

3.10.2 Configuration

1. Select the menu option **EP EDIT PARAMETER VALUES.**

2. At the prompt, type **APSP AUTO RX DEF PT STATUS.**

3. When prompted select **SYSTEM** level.

4. At the prompt DEFAULT PATIENT STATUS type **OUTPATIENT**.

```
70 Division      DIV [DEMO HOSPITAL]
80 System        SYS [DEMO.MEDSPHERE.COM]


Enter selection: 80 System DEMO.MEDSPHERE.COM

--Setting APSP AUTO RX DEF PT STATUS for System:DEMO.MEDSPHERE.COM--
Default Patient Status: OUTPATIENT
```

Figure 3-11: APSP AUTO RX DEF PT STATUS configuration

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm

Email: support@ihs.gov